



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: October 31, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - One Firefighter Paramedic Position
 - Library
 - Part-Time Library Aide
- City Manager (community volunteering)
 - Mentoring at John Marshal Law and Medical Magnet High School
 - Mentoring at Univeristy of Texas at San Antonio
 - President TCMA, Region 8
 - TML and TCMA Executive Boards
- Assistant City Manager
 - Secretary/Treasurer TCMA, Region 8

Public Works

- Projects:
 - The LC-17 crew is waiting for the creek to dry up before continuing. They will be working in the creek and on punchlist items.
 - Leon Valley Street Maintenance Year 2 – we will be performing a walk through this week and preparing a punchlist for corrections.
 - Staff is still waiting on approval from VIA for the library and park bus shelter artwork. Once received, it is to be installed.
 - City Crews have started the concrete project on El Verde Road in front of the fire station. Work is expected to take 6 – 8 weeks, depending on weather and concrete curing times.
 - Staff will be forwarding some documents to Directors from CPS Energy and ClearResult to identify ways the City can reduce their energy usage at city facilities.
 - Bexar County is moving forward with the installation of flood gates along Poss and Evers. They expect to install them in November.
 - Staff has contacted construction and landscaping companies for the remodel of the restrooms at the Leon Valley Community Pool and installation of landscaping in the adjacent vacant lot. We will be presenting the information to the Pool Advisory Committee meeting on October 30th, then to City Council on November 19th.

- The Grass Hill generator and Forest Meadow drainage improvements projects have started. The Forest Meadow entrance to the park is limited, as this area is in the work zone. Community Gardeners will be able to tend to their plots while the work is in progress.
- Staff has chosen the streets for the FY 2020 Street Maintenance Project, based on their ranking. The City Engineer will now prepare the plans and bid specifications.
- The engineer has begun preparing bid documents for the Grass Hill elevated tank rehabilitation project.
- Plans for ADA sidewalk extensions across the alleys in Linkwood are being developed.
- Staff is getting quotes for new Capital items for the park, which include new picnic tables, a fitness station, and new pavilion.
- Preparing El Verde Road for concrete in front of the fire station.
- Installing picnic tables at parks.
- Cleaning up flood debris at the park and along Poss and Andres Salazar roads.
- Painting the curbs in front of the library.
- Power washing the Community and Conference Center sidewalks.
- Getting estimates for repairing water main break on Evening Sun.
- Repairing SCADA system.
- Placing new dump truck into service.
- Performing preventative maintenance on Asphalt Zipper in preparation for El Verde road work.
- Staff gave away approximately 140 trees at the Arbor Day event held on Saturday.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 10-07-19 – 6300 Rue Marielyne – One Arrested on Outstanding Warrants
 - 10-07-19 – 6100 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 10-07-19 – 6100 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 10-08-19 – 5600 Bandera Rd. – Theft \$100-750
 - 10-10-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
 - 10-10-19 – 6600 Bandera Rd. – One Arrested for Driving While Intoxicated/Crash
 - 10-10-19 – 7000 Bandera Rd. – One Arrested for Driving While Intoxicated – Vehicle Impounded
 - 10-10-19 – 6700 Timberhill Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-11-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-12-19 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-12-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-13-19 – 6600 Bandera Rd. – One Arrested on Outstanding Warrants
 - 10-13-19 – 7000 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 10-13-19 – 6700 Huebner Rd. – One Arrested on Outstanding Warrants
 - 10-14-19 – 6400 Bandera Rd. – Disturbance – One Arrested on Outstanding Warrants
 - 10-15-19 – 6500 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 10-15-19 – 5600 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-17-19 – 5600 Grissom Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 10-17-19 – 6900 Bandera Rd. – Crash/Traffic Offense – Vehicle Impounded
 - 10-18-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 10-18-19 – 6100 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 10-18-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
 - 10-18-19 – 6300 Evers Rd. – Traffic Hazard – Vehicle Impounded
 - 10-20-19 – 4700 Timco West – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 10-20-19 – 5600 Evers RD. – Emergency Detention – One Arrested/Released at Hospital
 - 10-21-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released

- 10-21-19 – 6600 Bandera Rd. – One Transported to Haven for Hope and Released
- 10-22-19 – 7100 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-22-19 – 6900 Bandera Rd. – Crash – One Cited/Released – Vehicle Impounded
- 10-22-19 – 6200 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-22-19 – 6700 Huebner Rd. – Possession of Drug Paraphernalia – One Arrested/Cited/Released
- 10-23-19 – 5600 Bandera Rd. – Theft Enhancement (Felony) – One Arrested
- 10-25-19 – 6100 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-25-19 – 5600 N.W. Loop 410 – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-25-19 – 4000 Forest Pine – Wanted person – One Arrested on Active Warrant
- 10-25-19 – 4700 Timco West – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-25-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-27-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-27-19 – 6300 Evers Rd. – One Arrested for Assault/Family Violence
- Significant Calls
 - 10-07-19 – 5900 Bandera – Crash
 - 10-07-19 – 7200 Bandera Rd. – Crash
 - 10-07-19 – 5500 Bandera Rd. – Burglary of a Vehicle
 - 10-08-19 – 6400 Grissom Rd. – Crash
 - 10-08-19 – 6300 Evers Rd. – Theft < \$100
 - 10-08-19 – 6400 Bandera Rd. – Crash
 - 10-08-19 – 7300 Reindeer Trail – Hit and Run Crash
 - 10-08-19 – 6400 Bandera Rd. – Crash
 - 10-08-19 – 5600 Bandera Rd. – Crash
 - 10-08-19 – 7200 Bandera Rd. – Crash
 - 10-08-19 – 6800 Bandera Rd. – Crash
 - 10-08-19 – 5900 Wurzbach Rd. – Assault by Contact
 - 10-09-19 – 5700 N.W. Loop 410 – Crash
 - 10-09-19 – 6000 Wurzbach Rd. – Crash
 - 10-09-19 – 7000 Bandera Rd. – Forgery
 - 10-09-19 – 5600 Evers Rd. – Information on Identity Theft
 - 10-09-19 – 5700 N.W. Loop 410 – Crash
 - 10-09-19 – 5900 Bandera Rd. – Crash
 - 10-09-19 – 5600 Bandera Rd. – Crash
 - 10-10-19 – 6400 Bandera Rd. – Crash
 - 10-10-19 – 5900 Bandera Rd. – Theft of Service
 - 10-10-19 – 6800 Bandera Rd. – Crash
 - 10-10-19 – 6900 Huebner Rd. – Crash
 - 10-10-19 – 5600 N.W. Loop 410 – Crash
 - 10-10-19 – 5900 Seneca Dr. – Suspicious Person
 - 10-10-19 – 5900 Forest Ridge – Burglary of a Vehicle
 - 10-11-19 – 5900 Bandera Rd. – Crash
 - 10-11-19 – 5600 Grissom Rd. – Crash
 - 10-11-19 – 6400 Royalty Point – Burglary of a Vehicle
 - 10-11-19 – 6500 Bandera Rd. – Crash
 - 10-11-19 – 5700 Bandera Rd. – Crash
 - 10-12-19 – 6200 Grissom Rd. – Suspicious Circumstances
 - 10-12-19 – 6200 Grissom Rd. – Information on a Theft of a Vehicle
 - 10-13-19 – 6600 Huebner Rd. – Violation of City Ordinance (Inoperable vehicle)
 - 10-13-19 – 6500 Thunderbird – Crash
 - 10-14-19 – 7000 Autumn Chase – Burglary of a Habitation

- 10-14-19 – 5900 Bandera Rd. – Criminal Trespass
- 10-14-19 – 6400 Bandera Rd. – Found Open Door
- 10-14-19 – 6100 Forest Wood – Violation of City Ordinance (Inoperable Vehicle)
- 10-14-19 – 6100 Stirrup – Violation of City Ordinance (Inoperable Vehicle)
- 10-14-19 – 7300 Crown Piece – Violation of City Ordinance (Inoperable Vehicle)
- 10-14-19 – 7000 Bandera Rd. – Crash
- 10-14-19 – Bandera Rd. at N.W. Loop 410 – Crash
- 10-14-19 – 7000 Bandera Rd. – Crash
- 10-14-19 – 6800 Bandera Rd. – Crash
- 10-15-19 – 6000 Grissom Rd. – Crash
- 10-15-19 – 6400 Bandera Rd. – Crash
- 10-15-19 – 6900 Bandera Rd. – Theft
- 10-15-19 – 5900 Wurzbach Rd. – Crash
- 10-15-19 – 5700 Evers Rd. – Alarm
- 10-15-19 – 5600 Poppy Seed – Alarm
- 10-15-19 – 6100 Forest Timber – Alarm
- 10-15-19 – 5400 Wurzbach Rd. – Crash
- 10-15-19 – 5600 Evers Rd. – Theft \$100-750
- 10-15-19 – 6400 Bandera Rd. – Abandoned Vehicle
- 10-15-19 – 6600 Bandera Rd. – Crash
- 10-16-19 – 5800 Bandera Rd. – Crash
- 10-16-19 – 5700 Wurzbach Rd. – Crash
- 10-16-19 – 6900 Bandera Rd. – Credit Card Abuse
- 10-16-19 – 6400 Edinborough – Violation of City Ordinance (Inoperable Vehicle)
- 10-16-19 – 6900 Forest Meadow – Violation of City Ordinance (Inoperable Vehicle)
- 10-17-19 – 5600 N.W. Loop 410 – Crash
- 10-17-19 – 7700 Huebner Rd. – Crash
- 10-17-19 – 5700 Bandera Rd. – Crash
- 10-17-19 – 7100 Bandera Rd. – Crash
- 10-17-19 – 5900 Wurzbach Rd. – Crash
- 10-17-19 – 6900 Bandera Rd. – Crash
- 10-18-19 – N.W. Loop 410 at Bandera Rd. – Crash
- 10-18-19 – 6100 Bandera Rd. – Theft \$100-750
- 10-18-19 – 5600 Evers Rd. – Found Runaway
- 10-18-19 – 6400 Bandera Rd. – Crash
- 10-18-19 – 5700 Bandera Rd. – Crash
- 10-18-19 – 6700 Timberhill – Crash
- 10-18-19 – 6700 Bandera Rd. – Crash
- 10-18-19 – 6400 Bandera Rd. – Crash
- 10-18-19 – 6000 Bandera Rd. – Crash
- 10-18-19 – 6900 Forest Meadow – Violation of City Ordinance (Inoperable Vehicle)
- 10-18-19 – 5300 Wurzbach Rd. – Crash
- 10-18-19 – 5900 Bandera Rd. – Crash
- 10-18-19 – 6800 Bandera Rd. – Crash
- 10-19-19 – 6500 Bandera Rd. – Crash
- 10-19-19 – 6000 Bandera Rd. – Criminal Trespass
- 10-19-19 – 6500 Bandera Rd. – Crash
- 10-19-19 – 7100 Bandera Rd. – Violation of City Ordinance (Loose dogs)
- 10-19-19 – 5900 Wurzbach Rd. – Burglary/Vehicle
- 10-19-19 – 7200 Poss Rd. – Assault/Family Violence
- 10-19-19 – 6400 Bandera Rd. – Crash

- 10-19-19 – 6100 Rue Liliane – Found Child
- 10-19-19 – 6100 Bandera Rd. – Alarm
- 10-19-19 – 5800 Grass Hill – Alarm
- 10-19-19 – 5400 Bandera Rd. – Alarm
- 10-20-19 – 6800 Forest Meadow – Theft \$100-750
- 10-20-19 – 6200 Rue Liliane – Violation of City Ordinance – Parking Violation
- 10-20-19 – 6100 Bandera Rd. – Crash
- 10-20-19 – 6800 Blacksmith – Violation of City Ordinance Junk Vehicle
- 10-20-19 – 7000 Settlers Ridge – Violation of City Ordinance – Parking Violation
- 10-20-19 – 7400 Belmont – Violation of City Ordinance (Inoperable Vehicle)
- 10-20-19 – 7400 Ellerby - Violation of City Ordinance (Inoperable Vehicle)
- 10-20-19 – 7100 Bandera Rd. – Violation of City Ordinance (Inoperable Vehicle)
- 10-20-19 – 6900 Bandera Rd. – Theft of Service
- 10-20-19 – 6500 Sally Agee – Crash
- 10-20-19 – 7200 Bandera Rd. – Crash
- 10-20-19 – 6500 Bandera Rd. – Crash
- 10-20-19 – 7700 Forelock – Violation of City Ordinance (Inoperable Vehicle)
- 10-20-19 – 5800 Grass Hill – Violation of City Ordinance (Inoperable Vehicle)
- 10-20-19 – 5400 Nutmeg – Violation of City Ordinance (Inoperable Vehicle)
- 10-20-19 – 5300 Cilantro Pl. – Violation of City Ordinance (Inoperable Vehicle)
- 10-21-19 – 6200 Parsley Hill – Found open door
- 10-21-19 – 5500 Saffron Way – Violation of City Ordinance (Inoperable Vehicle)
- 10-21-19 – 7000 Bandera Rd. – Alarm
- 10-21-19 – 6800 Huebner Rd. – Criminal Trespass
- 10-21-19 – 5300 Wurzbach Rd. – Burglary of a Vehicle
- 10-21-19 – 7100 Grass Valley – Theft \$0-100
- 10-21-19 – 6900 Forest Meadow – Criminal Mischief \$100-750
- 10-21-19 – 5600 N.W. Loop 410 – Crash
- 10-21-19 – 6400 El Verde – Damage to Property
- 10-21-19 – 6800 Huebner Rd. – Crash
- 10-22-19 – 6600 Bandera Rd. – Crash
- 10-22-19 – 6300 Bandera Rd. – Alarm
- 10-22-19 – 5500 Saffron Way – Violation of City Ordinance (Inoperable vehicle)
- 10-22-19 – 5600 Bandera Rd. – Alarm
- 10-23-19 – 7000 Huebner Rd. – Crash
- 10-23-19 – 6800 Forest Meadow – Theft \$100-750
- 10-23-19 – 7000 Bandera Rd. – Crash
- 10-24-19 – 6400 Bandera Rd. – Aggravated Robbery
- 10-24-19 – 6800 Bandera Rd. – Crash
- 10-24-19 – 5700 Bandera Rd. – Crash
- 10-24-19 – 7100 Bandera Rd. – Crash
- 10-24-19 – 5500 Evers Rd. – Alarm
- 10-24-19 – 6000 Bandera Rd. – Crash
- 10-24-19 – 6000 Bandera Rd. – Crash
- 10-24-19 – 7200 Bandera Rd. – Crash
- 10-25-19 – 7100 Bandera Rd. – Crash
- 10-25-19 – 7000 Bandera Rd. – Crash
- 10-25-19 – 7300 Linklea – Crash
- 10-25-19 – 5600 Evers Rd. – Burglary/vehicle
- 10-25-19 – 5600 Evers Rd. – Burglary of a Habitation
- 10-25-19 – 6600 Bandera Rd. – Crash

- 10-26-19 – 6600 Bandera Rd. – Alarm
- 10-26-19 – 5800 Wurzbach Rd. – Burglary of a Vehicle
- 10-26-19 – 5400 Wurzbach Rd. – Alarm
- 10-26-19 – 5600 N.W. Loop 410 – Crash
- 10-26-19 – 5400 Grissom Rd. – Theft \$2,500-30,000
- 10-27-19 – Bandera Rd. at N.W. Loop 410 – Crash
- 10-27-19 – 7000 Mill Stream – Violation of City Ordinance – Junk Vehicle
- 10-27-19 – 6400 Sawyer Rd. – Violation of City Ordinance – Junk Vehicle
- 10-27-19 – 5600 Evers Rd. – Violation of City Ordinance (Inoperable vehicle)
- 10-27-19 – 6000 Bandera Rd. – Alarm
- 10-27-19 – 5600 Bandera Rd. – Alarm
- 10-27-19 – 5500 Bandera Rd. – Found Open Garage Door
- 10-27-19 – 4900 N.W. Industrial – Alarm
- 10-27-19 – 6000 Cammie Way – Alarm
- 10-27-19 – 7100 Bandera Rd. – Crash
- 10-27-19 – 5900 Bandera Rd. – Crash
- 10-27-19 – 6100 Wurzbach Rd. – Crash
- Citations - 130
- Warnings – 77
- Cases filed by CID, Seven (7):
 - One (1) Continuous Violence Against Family
 - Two (2) Unauthorized Use of Motor Vehicle
 - One (1) Possession of Controlled Substance
 - One (1) Felon in Possession of Firearm
 - One (1) Assault Bodily Injury
 - One (1) Unlawfully Carrying Weapon
- CID Activity/Active Investigations
 - Ongoing meetings with the District Attorney’s Office
 - Thirty-three (33) walk in complaints were handled
 - Copied nineteen (19) DVDs for DA’s Office
 - Assisted code enforcement/animal control, with dog bite/vicious dog case Assisted
- Code Enforcement/Animal Control Code Enforcement
 - (06) Junked/abandoned/illegal vehicles
 - (04) Trash complaints
 - (39) Bandit signs
 - (36) Grass/weed violations
 - () Noise violations
 - (09) Building Violation
 - (06) Graffiti complaints
 - (06) Fence/right of way complaints.
 - (21) Violation of City Ordinance Notice Letters
- Animal Control
 - (02) Dead racoons
 - (04) Dead Skunk
 - (02) Dead Deer
 - (05) Missing pet calls
 - (02) Young racoons taken to animal rescue
 - (02) Lost dogs
 - (01) Lost cat
 - (10) Dogs picked up
 - (07) Returned to Owner

- (01) Adopted
- (02) Sent to rescue
- (05) Dogs in boarding facility
- (05) Pet noise complaints
- Traffic Unit Reporting Period Activity:
 - Active traffic assignments include school zones before and after school, neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera and Seneca, Evers Rd, and in Linkwood.
 - Reporting Period Activity:

▪ Moving Violations	120
▪ Non-Moving Violations	02
▪ Warnings	27
▪ Vehicles Impounded	00
VCO	07
- Impound Lot
 - Vehicles Towed: 41
 - Traffic: 25
 - Arrest: 04
 - VOC 00
 - Towed for Evidence 01
- Training
 - Sgt. Gonzales attended an eight-hour eye witness and identification course.
 - Chief Salvaggio attended the Texas Municipal League Conference where he received training on Cyber Security, C3 of Texas (Council Courts, and Cities), Game Room Regulations, Open Meetings Laws, and Elevating Trust in Local Government.
 - Sgt. Urdiales attended a 40-hour Texas Commission on Law Enforcement Training Coordinator Conference.
 - Sgt. Gonzales attended an eight-hour Eye-Witness and Identification Course.
- Volunteer Activity
 - Chief Salvaggio , Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.
 - Planning for the Boots and Badges Event on and the Blue Santa Program have also begun.
 - Chief Salvaggio, Chief Saucedo, Sgt Burleson, Corporal Mandry, Corporal Farias, and Officer Rivera mentored students at the John Marshal Law and Medical Magnet High School.
 - Chief Salvaggio, Sgt, Johnson, Corporal Mandry, Officer Chapman, Officer Vasquez, and Officer Feliciano participated in Trunk or Treat at Oak Hills Terrace Elementary School

Fire Department

- **Fire Department Promotion! (service progression)** - Congratulations to Andy Patterson and Joseph Valadez who were promoted to “Fire Engineer”. The purpose of the “Fire Engineer”, under general supervision of the shift Captain, drive and operate apparatus in response to emergency incidents; ensure all associated equipment is in working order; perform fire suppression, emergency medical services and perform related duties as required.
- **Fire Department Continuing Education (service progression)** – All Firefighters are completing the Texas Department of State Health Services “The Solution Is Dilution” Certificate of Completion.
- **Fire Department Continuing Education (service progression)** – Congratulations to Angel C. Hernandez who received his Certification of Completion for Instructor 1 through Texas Commission on Fire Protection.
- **Ambulance Supplemental Payment Program Cost Report FFY-2018- (Oct 1, 2017-Sept 2018)**, The Fire Department prepared and submitted the Ambulance Supplemental Payment Program cost report prior to the deadline date to the Texas Health and Human Services Commission (HHSC). Leon Valley is

one of the few agencies in the state of Texas to receive this funding, and this is the 5th year of that recovery. ASSPP submission was completed on Thursday, March 28, 2019. **Achievement: \$22,317.70 awarded to Leon Valley Fire Department.**

- **Fire Recovery USA Recovery Program (cost recovery)**- Consisting of incident cost recovery, claim submission in the Fire Recovery Hub database, daily claim management, tracking incident cost recovery from inception to date as well as providing monthly department recovery updates. **Achievement:** Collection generated **\$44,503.73** with a **98%** recovery rate.
- **Emergicon EMS Recovery Program (cost recovery)**- Emergency medical billing and patient care records. **Achievement:** Fiscal Year 2019, 10/1/18 – 9/30/2019, maximizing collection recovery of **\$344,669.30**, average collection of **46%** rate for FY 2019 (excluding Medicare / Medicaid (contractual allowances).
- **Credit Systems International, Inc. Collections Program (cost recovery)**- CSI maximizes the collection of delinquent accounts referred to Agency by Emergicon. Accounts are identified as primary bad debt account with balance over \$50.00 that are between 31 days and two years in age from the date of service. **Achievement:** November 2017 – September 2019, current collection to date is **\$20, 249.30**.
- **Annual October Fire Prevention Month (community service)** –The Leon Valley Firefighters provides “Fire Prevention Education” October 7th -October 18th, 2019. This years’ NFPA campaign theme is “**Not Every Hero Wears a Cape: Plan and Practice your Escape!**”. Our Fire Prevention Program consists of providing Fire Prevention Education presentations, having students go through our inflatable fire education house, as well as a poster contest at Leon Valley Elementary, Driggers Elementary School of Science and Technology. We visit between emergency calls, School of Science and Technology, Country Home Daycare, Jubilee Sendero, Primrose, Exclusive Adult Daycare, Leon Valley Elementary, Driggers Elementary, The Precinct Daycare, Serendipity Daycare, Galaxy Kids, Luv N Care, Growing Tree, A Place for Kids, Backyard Kids, Kid Care Learning as well as Wheels for Kids. The selected posters may select any of the following prizes Bandera Bowl Party, Peter Piper Pizza Party, Place Bike W/safety helmet, Place Game Stop gift card or a Razer Scooter. National Fire Protection Association (NFPA), <https://www.nfpa.org/News-and-Research/Publications-and-media/Press-Room/News-releases/2019/NFPA-announces-Fire-Prevention-Week-theme>.
- **Cancer Awareness T-Shirts Available (community service)** – The Leon Valley Fire Department has available Cancer Awareness T-Shirts with a \$20 donation for each T-shirt available in navy blue & pink (sizes range: S, M, L, XL, 2XL, 3XL, 100% Cotton/Coton/Aladon). Please note, we are only able to accept cash donations and are unable to provide change. However, all proceeds go towards our Cancer Awareness Campaign and Programs. Please stop by to purchase at the Leon Valley Fire Station 6300 El Verde Rd. while supplies last, Mon-Fri 8:30am - 4:30pm. In Loving Memory of Lisa Ortiz, Fire Fighter Ortiz’s wife who was a champion for Pink Warriors. We continue the fight on her behalf and all Pink Warriors! Also, for our very our Ms. Martin Cancer Survivor! Supporting the Fighters, Admiring the Survivors, Honoring the Taken and..... Never, Ever Giving up Hope!
- **Leon Valley Annual Flu Shots (community service)** - Monday, October 14th thru 24th 2019, the Fire Department administered free flu shots to all city employees with the intention to prevent an outbreak in the workplace. This proactive initiative protects our health, saves money and time.
- **Fire Department Training Room Events (community service)** – We provide an additional city venue to our community to host non-profit organizations/groups, events, Home Owner Association Meeting, continuing education classes to promote the safety, public health, education and welfare of Leon Valley residents and businesses. Please call to schedule (210) 684-3219 Monday – Friday. **Achievement:** approximately **45 scheduled events to date.**

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Staff is in the process of developing Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that Staff plans to address in the RFP are, Fiscal Impact Analysis, Future

Land Use Planning, and Transportation Planning. Staff presented drafts of this RFP to the Zoning Commission at their October 8, 2019 and October 22, 2019 meeting for feedback. At the October 22 meeting, the Commission directed Staff to forward the draft RFP to the Council for final review prior to issuance for solicitations. Staff anticipates this issuance in mid-November if approved by Council.

- Zoning Commission
 - The Zoning Commission held a Special Meeting on Tuesday, October 22, 2019. The following items were considered:
 - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road. **Tabled**
 - Presentation and Provide Feedback Regarding the Development of a Request for Proposals for an Update the City's Current Comprehensive Master Plan. **Approved**
 - The next Zoning Commission meeting is scheduled for Tuesday, November 12, 2019. The following items are tentatively scheduled for consideration:
 - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road. **Tabled**
 - ZC-2019-03 (Zone Change) - A Zone Change to From B-2, Retail District, with SO, Sustainability Overlay District Zoning, to R-3, Multi-Family District, with SO, Sustainability District Overlay District Zoning at 6011 Grissom Road.
 - SUP-2019-13 (Specific Use Permit) - A Specific Use Permit for Childcare at 6011 Grissom Road.
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
 - The Board of Adjustment is tentatively planning to hold a special meeting in November for a training session for newly adopted variance criteria.
- Plats
 - Staff has received an amending plat request for Linkwood Addition Lots 8 & 9. This purpose of this plat is to combine these two lots into one lot in order to facilitate the development of this tract which is generally located just south of Bush's Chicken.
- City Council
 - The Planning and Zoning Department has the following development related Items scheduled for consideration at the November 5, 2019 City Council meeting:
 - CA-2019-18 (Code Amendment) – An Ordinance Amending the Leon Valley Code of Ordinances Appendix A, Fee Schedule, Article A13.000 Zoning Administrative Fees, Establishing Planned Development District Zoning Request Fees.
 - CA-2019-06 (Code Amendment) – An Ordinance Amending Chapter 15, Zoning Code of the City of Leon Valley Code of Ordinances to Establish a “PD” Planned Development Zoning District and Associated Use and Development Standards. (1st Reading as Required by City Charter)
 - Presentation and Feedback Regarding the Development of a Request for Proposals for Planning Services to Update the City's Current Comprehensive Master Plan.
 - Presentation and Feedback Regarding the Reorganization of the Planning and Zoning Department.
- Permitting And Records
 - 25 Walk-Ins
 - 84 Building Permits Issued/Processed (including trade permits)
 - Received 13 Certificate of Occupancy Applications
 - Issued 5 Certificates of Occupancy

Economic Development

- Facilitated ONIT Team meeting – 10/16/2019
- Attended 2.5 day IEDC class – Real Estate Development and Reuse 10/9-11/2019
- Meeting with CM and Councilman Hodde concerning new business processes 10/14/2019
- Facilitated Economic and Community Development Advisory Committee 4th quarter update – 10/14/2019
- Attended Northwest San Antonio Chamber of Commerce networking Breakfast 10/15/2019, 10/29/2019
- Facilitated guest speaker, Eric Anderson for staff meeting – 10/29/2019
- Attended meeting with Boy Scouts of America and Councilwoman Dr. Rodriguez concerning local business sponsorship opportunities - 10/17/2019
- Meeting with Enterprise Rent-A-Car concerning relocation – X. Antu - 10/18/2019
- Attended 1-day OU Economic Development Institute orientation & certification primer class - 10/19/2019
- Attended 3-day OU Economic Development Institute class – ED Credit Analysis - 10/20-22/2019
- Attended 2-day OU Economic Development Institute class – Managing ED Organizations - 10/22-24/2019
- Facilitated Sign Code Update Advisory Committee meeting – 10/28/2019
- Attended team meeting concerning ongoing violations at 6504 Bandera #1 — 10/29/2019
- Enforcement:
 - 7068 Bandera – Atlantis Discovered – Vehicle signage and wind-wavers
 - 6504 Bandera #1 – Baby Shark Snack Attack – site visit – Window signage violation. Update on outstanding code violation (Broken window) and TCO to expire in 4-days - 10/14/2019
 - 6504 Bandera #1 – Baby Shark Attack – site visit – Window signage and expired TCO - 10/28/2019
 - 6521 Bandera – Social Cutz Barber Salon – Window Signage
- Zoning Inspections:
 - 7072 Bandera – Family Dentistry
 - 6812 Bandera #126 – Bethel Covenant AG Church
 - 5415 Bandera #512 – GoPuff
 - 5504 Bandera #605 – Inks Master Tattoo Supply
 - 6504 Bandera #7 – Urban Luxe Salon & Spa
 - 6525 Bandera – Postal and KPOP
 - 6504 Bandera #7 – Barb’s Hair and Nail Co
 - 6504 Bandera #7 – Jennifer Nail/Hair
 - 6504 Bandera #7 – Victoria’s Beauty
 - 5504 Bandera #207 – J&J Transmission and Auto Repair
 - 5504 Bandera #305 – Malcom Automotive
 - 5407 Bandera #105 – Elevate Our Veteran Sports & Fitness
 - 6233 Evers #4 – CPR San Antonio
 - 7126 Bandera – 210 Ice Cream
 - 7128 Bandera – 210 Ice Cream
- Stop Work Orders:
 - None issued
- Certificates of Occupancy:
 - 6812 Bandera Rd Ste 110 - Showcase Fitness
 - 5419 Bandera Rd Ste 711 - Notable Detailers
 - 6324 Bandera Rd Bldg C - Knapheide Truck Equipment
 - 5415 Bandera Rd Ste 501 - Grace Church Of San Antonio
 - 6324 Bandera Rd Bldg A - Knapheide Truck Equipment

City Secretary

- Since the last report, the City Secretary's Office has received 30 open record requests. The requests were for: permit information, Staff/City Council emails, Staff/City Council Phone Records, Staff/City Council Social Media Posts, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, witness statements, election records, and EMS reports.
- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas. Worked on City Council minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Building Maintenance:
 - Scheduled holiday decorating at City Hall with coordination of Public Works staff

Library

- Completed Coding Club for Small & Rural Public Libraries grant
- Completed Census Mini-Grant
- Preparing for Breakfast with Santa
- In discussions with Barcom over Ms. Underwood's last project: installation of computers, Microsoft Office 2019 and Deep Freeze.
- Upcoming Events
 - Monday, November 11, 2019-VETERANS DAY-LIBRARY CLOSED
 - Friday, November 15, 2019 at the library-5th Annual Stuffed Animal Sleep Over
 - Thursday, November 14, 2019 at 5:30pm in the library—Library Board of Trustee Meeting
 - Saturday, December 7, 2019 at the Community Center—Breakfast with Santa

Upcoming Events:

- Next Regular City Council Meeting Tuesday November 5, 2019, at 6:00 p.m. in Council Chambers.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- City offices will be closed on Monday, November 11, 2019, in observance of Veterans' Day
- Neighborhood Heroes Boots & Badges Event, November 12, 2019, at Whataburger, 7016 Bandera Road from 5:00 p.m. to 7:00 p.m.
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 8:30 a.m. to 12:30 p.m. at the Leon Valley Conference Center.
- Meeting with Mr. Gilbert Giron at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, 78238, on Saturday, November 16th, from 10:00 am to 12 noon to explain the process and answer any about a potential decrease in flood insurance premiums.
- Library Events
 - 8-Week Yoga Series on Sundays Presented by Yoga Seva: October 6th – November 24th
 - Saturday, October 26th from 10 am – 12 noon Library Fall Festival
 - Annual Stuffed Animal Sleepover:
 - Friday, November 15th: 3:30-6pm stuffed animal drop-off. Be sure to watch Facebook in the evening or early morning to see what the stuffed animals are up to.
 - Saturday, November 16th: Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.
- Committee Meetings:
 - 11/04/2019 – 2019 Home Rule Charter Review Committee at 6:30 at City Hall.
 - 11/18/2019 - 2019 Home Rule Charter Review Committee at 6:30 at City Hall.
 - 11/12/2019 – Zoning Commission meeting at 6:00 p.m. in the Council Chambers.

- 11/20/2019 – Citizens Police Advisory Committee meeting at 6:00 p.m. at City Hall.
- 11/14/2019- Library Board of Trustees meeting at 5:30 p.m. at the Library.